



COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

DEPARTMENT OF THE TREASURY
COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND
1500 PENNSYLVANIA AVENUE, NW
WASHINGTON, D.C. 20220

May 1, 2014

Overview

The Community Development Financial Institutions (CDFI) Fund is currently seeking to fill multiple positions to assist with the administration of the CDFI Bond Guarantee Program. These positions are classified as Detail/Temporary Appointment not to exceed 1 year.

About the CDFI Fund

The CDFI Fund works to promote economic revitalization and community development primarily through investment in and assistance to Community Development Financial Institutions (CDFIs) and Community Development Entities (CDEs), by encouraging those entities to increase financial services and products in distressed communities throughout the United States. Among other things, the CDFI Fund provides grants, loans, deposits, equity investments, technical assistance, and tax credits to organizations engaged in community development finance.

About the CDFI Bond Guarantee Program

The CDFI Bond Guarantee Program, Sections 134 and 1703 of the Small Business Jobs Act of 2010, authorizes the CDFI Fund to administer a program that offers a federal guarantee for bonds issued by an Eligible Community Development Financial Institution (Eligible CDFI), or any entity designated to issue notes or bonds on behalf of such community development financial institution (CDFI). Under the program, CDFIs apply to the CDFI Fund for authority to issue a guaranteed bond by submitting a capital distribution plan. Authorized uses of the loans financed may include a variety of financial activities, such as supporting commercial facilities that promote revitalization, community stability, and job creation/retention; community facilities; the provision of basic financial services; housing that is principally affordable to low-income people; businesses that provide jobs for low-income people or are owned by low-income people; and community or economic development in low-income or underserved rural areas.

Application Requirements

Generally, all applicants must possess a minimum of fifty-two (52) weeks of specialized experience in banking and financial services; consumer lending; microenterprise or small business finance; community and economic development finance; or bond finance.

How to Apply

Interested individuals should apply by submitting the following information by email to:
eoicdfi@cdfi.treas.gov:

1. Current resume or OF-612 that includes a description of work experience and education.
2. A brief cover letter that specifies your interest in the position and your relevant job experience.

Application Deadline

Positions will remain open until filled.

POSITION ANNOUNCEMENT: *Financial Analyst (Portfolio Management and Loan Monitoring Manager)*

SERIES & GRADE: GS-1160-9/11/12

POSITION INFORMATION: Detail/Temporary Appointment not to exceed 1 year

NUMBER OF VACANCIES: 2

DUTY LOCATION: Washington, D.C.

Position Summary

The Financial Analyst (Portfolio Management and Loan Monitoring Manager) will support all levels of management and oversight of borrowers, entities and their affiliates under the CDFI Bond Guarantee (BG) Program. The BG Program's Portfolio Management and Loan Monitoring regime will monitor several key performance metrics to determine the financial health and condition of an Eligible CDFI. These metrics for monitoring an Eligible CDFI under the BG Program include:

- Credit Reporting;
- Core financial ratios such as an operating liquidity ratio;
- Financial statement analysis;
- Portfolio at risk/aging reports;
- Stress testing;
- Trend analysis;
- Market valuation; and
- Market comparisons.

The Portfolio Management and Loan Monitoring Manager will monitor and analyze a portfolio of loans through a series of reports from financial institutions (Eligible CDFIs), market participants, and other third parties such as regulators' call reports. In addition, the incumbent will assist the BG Program's portfolio management and loan monitoring effort in ensuring the Agency's due diligence standards are maintained by monitoring the health of Qualified Issuers, as well as tracking and evaluating the performance of borrowing entities and servicers.

Duties

The major duties of this position include, but are not limited to the following:

- Assisting with monitoring Qualified Issuers and borrowers under the BG Program to ensure participants and recipients of Federal assistance adhere to terms set forth in applicable loan and servicing agreements;
- Assisting with monitoring a portfolio at the entity level and loan level, eligibility and compliance to Bond Loan and Secondary Loan Requirements, collateral surveillance, as well as other qualitative aspects such as news feeds;
- Supporting the Portfolio Management and Loan Monitoring Lead by conducting thorough analyses and assessments of transactions and/or other business developments, as well as conducting financial analyses leading to the negotiation and documentation of investment/divestment terms;
- Providing analytical assistance using spreadsheets and maintaining database information that pertains to borrowers;
- Reviewing monthly operating reports to clarify any discrepancies with management;
- Assisting with collateral surveillance, which may include collateral valuation, collateral eligibility, and others;
- Reviewing and analyzing information that reflects terms and conditions of approved loans, payment history, including occurrences of delinquencies and defaults, and any subsequent loan actions which result in payment deferrals, refinancing, or rescheduling; and
- Performing pre and post award site visits to evaluate and analyze the effectiveness of the financing and management of Eligible CDFIs, noting trends and problem areas.

POSITION ANNOUNCEMENT: *Financial Analyst (Senior Credit and Risk Management Analyst)*

SERIES & GRADE: GS-1160-13/14

POSITION INFORMATION: Detail/Temporary Appointment not to exceed 1 year

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Financial Analyst (Senior Credit and Risk Management Analyst) will provide support during the credit and risk review of proposed Bond Issues and borrowers under the CDFI Bond Guarantee (BG) Program. The Senior Credit and Risk Management Analyst will serve as the unit's subject matter expert in credit underwriting, conducting credit risk analysis, portfolio-level risk analysis, and risk assessments of Bond Issues and any proposed mitigants. The incumbent will perform credit analyses of community development financial institutions (CDFIs), which will support the recommendation for approval or disapproval of Federal guarantee applications. This recommendation will be based upon a complete consideration and analysis of several quantitative and qualitative evaluation criteria, to include a CDFI's capital adequacy, asset composition, management and oversight structure, financial performance, and liquidity. The Senior Credit and Risk Management Analyst will draft complex reports, recommendations and presentation materials for the program's Credit Review Board (or other governance body) for use in presenting to the Board and senior management recommendations for authorizing new loans or loan modifications.

Duties

The major duties of this position include, but are not limited to the following:

- Independently verifying that Qualified Issuer and Guarantee Applications are complete according to guidelines set forth by the CDFI Fund;
- Reviewing and adjusting, as needed, credit subsidy estimates for proposed Bond Issues in order to determine their viability under the BG Program;
- Underwriting prospective borrowers under the BG Program in accordance with their proposed Capital Distribution Plan;
- Conducting stress tests and other risk assessments to evaluate and determine a potential borrower's creditworthiness for Federal assistance;
- Performing analyses on diverse types of collateral;
- Providing supporting documentation to aid in the drafting of credit memorandums for the approval or disapproval of potential participants under the BG Program;
- Assisting the Credit and Risk Management Lead with coordinating with applicable Federal agencies and lenders in determining the most appropriate loan structure for approved borrowers under the BG Program; and
- Reviewing final financing documents for conformance with Loan Agreements and Secondary Loan Requirements as set forth by the CDFI Fund.

Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. The experience may have been gained in either the public or private sector. This position will require strong corporate or commercial credit experience and the incumbent's ability to ensure proper implementation and practice of credit administration, policies and procedures throughout the BG Program.

POSITION ANNOUNCEMENT: *Financial Analyst (Origination Manager)*

SERIES & GRADE: GS-1160-9/11/12

POSITION INFORMATION: Detail/Temporary Appointment, not to exceed 1 year

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Financial Analyst (Origination Manager) will support the CDFI Bond Guarantee (BG) Program's origination regime in all phases of program application intake and review. The Origination Analyst will assist in developing and facilitating extensive technical assistance workshops and trainings for entities in the financial services industry that wish to serve as a Qualified Issuer, Servicer, Program Administrator, or borrowing entity under the BG Program. As part of the program's underwriting effort, the Origination Analyst will review and evaluate Capital Distribution Plans for refinancing or originating new loans with the purpose of supporting community or economic development lending to CDFIs, charter schools, commercial real estate projects, daycare centers, healthcare facilities, multifamily housing units, municipal infrastructure projects, small businesses, or other proposed activities approved by the CDFI Fund. As a result, the Origination Analyst will be integrally involved in providing the Origination Manager with thorough analyses to support the approval or disapproval of Federal guarantee applications. Recommendations will occur based upon a complete consideration and analysis of several quantitative and qualitative evaluation criteria, to include a CDFI's capital adequacy, asset composition, management and oversight structure, performance and earnings, and liquidity.

Duties

The major duties of this position include, but are not limited to the following:

- Providing support during training/outreach sessions to educate CDFIs on eligibility, usage, and requirements of the BG Program;
- Assisting in thorough underwriting reviews and financial analyses to determine an applicant's feasibility of activating and deploying new capital in low-income and/or rural communities;
- Contributing to the analysis of financial statements, operating and project reports, cost data, pricing methods, management practices, capital and reserves, credit condition and other related elements to determine the financial soundness of a CDFI in conjunction with proposed uses of funds submitted through a Capital Distribution Plan;
- Assisting with the review of Capital Distribution Plans for such purposes as evaluating the effectiveness of the proposed activities involved in promoting community or economic development, and determining the effect of the deployed funds on the local economy and on the CDFI participant;
- Maintaining a knowledge of the progress of approved projects or current activities undertaken by program applicants through the review of reports and correspondence, and the analysis of financial statements and operating data;
- Attending site visits with the Senior/or Lead Origination Manager to evaluate potential borrowers and analyze the effectiveness of the financing and management of its organization, noting trends and problem areas; and
- Conducting preliminary stress tests and other risk assessments to evaluate and determine a potential borrower's creditworthiness for Federal assistance.

POSITION ANNOUNCEMENT: *Financial Analyst (Senior Origination Manager)*

SERIES & GRADE: GS-1160-13

POSITION INFORMATION: Detail/Temporary Appointment, not to exceed 1 year

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Financial Analyst (Senior Origination Manager) will manage the CDFI Bond Guarantee (BG) Program's origination regime in all phases of program application intake and review. The Senior Origination Manager will serve as the initial point of contact between the BG Program and prospective program participants, developing and facilitating extensive technical assistance workshops and trainings for entities in the financial services industry that wish to serve as a Qualified Issuer, Servicer, Program Administrator, or borrowing entity. As part of the BG Program's underwriting effort, the Senior Origination Manager will be responsible for the thorough review and evaluation of Capital Distribution Plans for refinancing or originating new loans with the purpose of supporting community or economic development lending to CDFIs, charter schools, commercial real estate projects, daycare centers, healthcare facilities, multifamily housing units, municipal infrastructure projects, small businesses, or other proposed activities approved by the CDFI Fund. As a result, the Senior Origination Manager will be integrally involved in recommending approval or disapproval of Federal guarantee applications based upon a complete consideration and analysis of several quantitative and qualitative evaluation criteria, to include a CDFI's capital adequacy, asset composition, management and oversight structure, performance and earnings, and liquidity. This position will report to the BG Program Manager.

Duties

The major duties of this position include, but are not limited to the following:

- Coordinating, facilitating and leading training/outreach sessions to educate CDFIs on eligibility, usage, and requirements of the BG Program;
- Conducting a thorough review and analysis of an entity to determine its financial feasibility of activating and deploying new capital in low-income and/or rural communities;
- Analyzing financial statements, operating and project reports, cost data, pricing methods, management practices, capital and reserves, credit condition and other related elements to determine the financial soundness of a CDFI in conjunction with proposed uses of funds submitted through a Capital Distribution Plan;
- Reviewing Capital Distribution Plans for such purposes as evaluating the effectiveness of the proposed activities involved in promoting community or economic development, and determining the effect of the deployed funds on the local economy and on the CDFI participant;
- Maintaining a knowledge of the progress of approved projects or current activities undertaken by program applicants through the review of reports and correspondence, and the analysis of financial statements and operating data;
- Performing site visits on potential borrowers to evaluate and analyze the effectiveness of the financing and management its organization, noting trends and problem areas; and
- Conducting preliminary stress tests and other risk assessments to evaluate and determine a potential borrower's creditworthiness for Federal assistance.

Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. The experience may have been gained in either the public or private sector. Note: As contract administration is a critical function of this position, internal candidates should be certified as one of the following: Contracting Officer (CO); Contracting Officer's Representative (COR); or Contracting Officer's Technical Representative (COTR).